



ARIZONA POPULATION STATISTICS POLICIES

CHAPTER		POLICY NUMBER	
045Z AZ Population Statistics		045Z 05-06-1	
ARTICLE		05 Estimates Procedures	
SUBJECT		REVISION	EFFECTIVE DATE
06 COG Data Collection Policy		1	10-03-05

**045Z 05-06-1
Index of Topics**

PURPOSE	045Z 05-06-1.A
AUTHORITY	045Z 05-06-1.B
COG DATA COLLECTION POLICY	045Z 05-06-1.C



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A. PURPOSE

To provide documentation which describes the parameter which must be agreed to by COG director to allow COG to collect data in behalf of DES

B. AUTHORITY

A.R.S § 41-1954 A14, A15

C. COUNCILS OF GOVERNMENT (COG'S) DATA COLLECTION POLICY

The estimates preparation process is designed in such a way that DES prepares the State, County, and in most cases the place estimates. The COG's can prepare place estimates for their area if they choose to do so. The data collecting function for the Housing Unit Method is entrusted to DES, but in recent years some COG's have chosen to collect the data as well. We welcome the help, but as a result of the 2004 DES audit we need to make sure the data is validated and all phases of the process are documented. You may collect data and prepare place estimates provided:

1. County/City Managers prepare a letter relinquishing DES from and assigning the COG's with the responsibility of collecting the Housing Unit Method input data (Building permits completions/Building permits, Demolitions, Annexations, and Group Quarters). If there is a change in the County/City Manager's office a new letter must be generated.
2. The COG's generate a list of local contacts for each of the mailings; inquiries about the data will be addressed through the local contacts.
3. The DES mailing schedule is met.
4. DES data collection and estimate forms are used to convey data to DES.
5. The jurisdictions and/or the highest institution official prepare a requested certification letter using the DES format for a change in Group Quarters population.
6. That whenever a building permit/completion data change is requested by a jurisdiction (not the COG), we need to obtain an electronic file of the data with a summary and a detailed listing by type of permit for the period of the requested change. Also we request that the jurisdiction provides certification of the electronic data by the county/place auditor or outside auditor.

In addition the COG's need to be aware of the following:

- Whenever a jurisdiction is a candidate for an audit and if chosen, the preliminaries will be work out between the DES Audit Team and the jurisdiction.
- HUM Inputs and estimates generated by DES will be mailed to the County/City Managers and CC to the COG's.